

LAFAYETTE MANOR COMMITTEE MEETING

Tuesday, August 25, 2015

Meeting Time: 5:00 PM

Attending Committee Members & Manor Staff

Dave Halloran, Chairman
Zeke Garthwaite
Gerald Heimann
Jack Sauer
Kenny Taylor
Vicki Whitford - Excused

Julie Chikowski, ADM
Peggy Rolli, A. ADM
Judy Gobeli, DON
Shelley Lange, HRC
Barb Johnson, DF

Call to Order -

The Lafayette Manor Committee Meeting was called to order at 5:00 p.m. by Dave Halloran, Chair. All Committee members were present, with the exception of Lay Member, Vicki Whitford, who was excused.

Posting -

Shelley Lange reported that the agenda for the meeting was posted at the Court House, Memorial Hospital, Lafayette Manor, submitted to the County Clerk's Office for posting on the County website (along with the not yet approved July 28, 2015 meeting minutes), and submitted to the R.J.

Minutes -

A motion was made by Jack Sauer, and seconded by Gerald Heimann, to approve the July 28, 2015 meeting minutes, as written. The motion carried unanimously.

Approval of Agenda -

A motion was made by Jack Sauer, and seconded by Zeke Garthwaite, to approve the August 25, 2015 agenda as submitted. The motion carried unanimously.

Public Comment -

There was no public in attendance.

Lafayette Manor Financial Notes – Submitted by Barb Johnson

Revenue and Expense Analysis:

- Total Net Revenue for the month of July 2015 was \$383,553. YTD Net Revenue totaled \$2,578,418.
- For the month of July 2015 expenses totaled \$437,748. YTD Expenses totaled \$2,764,095.
- Department status in relation to their budget. Expenses are up due to numerous annual fees.
 - Patient Services Staff: Over budget for the month, with increased cost for RN's and CNA's; but still under budget for the year.

- Patient Services Supplies: Slightly over budget for the month, due to increase in residents; but still under budget for the year.
- Therapy Services: Under budget for the month and the year, due to a decrease in Medicare residents requiring therapy services.
- Activities: Over budget for the month and year, due to increase in residents.
- Dietary: Over budget for the month, due to an increase in residents; but still under budget for the year.
- Utilities: Over budget for the month, due to payment of late invoices; but still under budget for the year, due a decrease in gas usage, and a decrease in the electric bill following the replacement of a faulty meter.
- Monthly Net Income is at a loss of \$54,195.
- YTD Levy remaining is \$243,535.

Julie Chikowski reported that our budget is on track so far this year; with our goal for the year to come in under \$300,000.

Swingbed Statistics:

- Hospital admitted Swingbed days related to the Manor for July was 0.

Hospital Usage:

- Hospital payment to the Manor for July rent is \$1,440.00.
- YTD rent for the Hospital Business Offices residing at the Manor totals \$10,080.00.

Wages & Fringes:

- YTD wages are currently showing under budget by \$2,658.
- YTD benefits are under budget by \$26,107.
- YTD net under budget of \$23,450.

A/R Aging:

- The total Accounts Receivable as of July 31, 2015 is \$355,802.34.

2016 Budget –

We are planning to budget for 56 residents for 2016. While the budget is not yet ready, a draft of the 2016 Budget will be submitted to Nicola prior to the September meeting. Dave Halloran questioned what type of capital expenses may be needed for 2016. Julie Chikowski stated that bids from H & H and Johnson Controls will be solicited for the sprinkler/fire extinguisher control panel; and operational expenses for items such as beds, pillows, and other resident items will also be budgeted for.

Audit of Bills – Presented by Barb Johnson

Barb Johnson went over some of the submitted bills, noting that there was nothing out of the ordinary as far as payments for the month.

A motion was made by Gerald Heimann and seconded by Jack Sauer, to approve the bills as presented. The motion was carried unanimously.

Utilization Report –

The following admission and pay source information was submitted for July 2015:

July 31, 2015 Admission / Discharge Report	
Total Admissions	8
Total Discharges	3
Charges Report	
Pay Source: Medicare Part A	12
Medical Assistance	37
Private Pay	15
Insurance	3
Average Daily Census	56

Management Report –

State Visit -

Julie Chikowski reported that following a resident fall, and the facility sending in a self-report; three surveyors came in to investigate the protocols which the facility has in place; and while they did make some recommendations, no citations were issued. Julie Chikowski noted that we are currently in our annual survey window.

Laundry Update -

Lafayette Manor and Memorial Hospital are working together to put out bids, and come up with a recommendation within the next 2-month period.

Auxiliary Report –

The date for the Fall Festival, which had been set for Wednesday, September 16th, is being rescheduled due to the Methodist Church dinner falling on the same day. No alternate date has been set at this time.

Marketing Report –

Peggy Rolli presented the Marketing Report; stating that the following photos with articles has been submitted to the Republican Journal:

- Fayette sponsored Resident Bingo Party
- Residents out Enjoying the Flower Garden
- Residents going on a Bus Ride
- Resident Volunteer, Brent Tuescher

Resident volunteer, Brent Tuescher, will be featured in the upcoming MHLC Newsletter. Brent, who is seeking acceptance into a Physician Assistant program, began volunteering in April of this year to full-fill the 500 hours of direct care involvement, required for the program. Brent has been an excellent addition to our staff.

OT & Staffing – Reported by Shelley Lange

Overtime Expenses for July totaled \$5,064.58 compared to \$5,778.83 in June, 2015. It was noted that there would be an increase in CNA OT for August, due to college students returning to school, and a decrease in available applicants.

Personnel / Payroll Report – Reported by Shelley Lange

Family / Medical Leaves

- 2 - ADA Accommodation
- 1 – Non-Qualifying Intermittent FMLA: May 16, 2015 – September 14, 2015
- 1 – Intermittent FMLA: June 25, 2015 – September 17, 2015
- 1 - Intermittent FMLA Leave: August 1, 2014 Extension(s) Through May 29, 2016
- 1 – Regular FMLA Leave: August 28, 2015 – September 14, 2015

Staffing

Kelsey Fink	RN	Resignation: 8/9/2015	Was a Fill-In
Jamie Sigafus	RN	Resignation: 8/9/2015	Was PT – Day Shift
Lynn Wiegel	CNA	Resignation: 8/18/2015	Was FT – Day Shift
Chase Tuescher	CNA	Resignation: 8/31/2015	Was a Fill-In

- Agency LPN staff continues to work 6-8 shifts per pay period at a reduced rate.

Workman's Compensation January 1, 2015 – August 25, 2015

- 11 – First Report of Injury - No Reportable Time Off
 - 1 CNA was on Light Duty June 20, 2015 – July 7, 2015
 - 1 CNA on Light Duty August 21 – August 24, 2015
 - Which has been extended with a Physical Therapy Order through August 31st

74 Total Employees:

- 55 Regularly Scheduled
- 19 Fill-In Status

Following various discussion regarding the shortage of CNA's throughout the entire area, and the best way to attract new hires as well as reward current staff who have been working extra CNA shifts to ensure the needs of the residents are being met; the following bonus package was proposed:

- To bonus our existing CNA's up to \$500.00 each, depending upon their Full-Time Equivalent (FTE), to stay competitive with our neighboring facilities, and maintain properly trained and certified nursing assistants, in response to a significant industry shortage; and offer up to a \$500.00 sign on bonus to new CNA's (depending upon their committed FTE as well as continued employment with Lafayette Manor for a minimum of 9 months); with a projected effective date of September 1, 2015.

A motion to approve the above proposed bonus was made by Gerald Heimann, and seconded by Jack Sauer. The motion was carried unanimously. It was noted that the proposed bonus will now be submitted as a Resolution to the HR Committee, and if approved, the full County Board.

Agenda Items for Next Meeting –

The following agenda items were suggested for the upcoming meeting:

1. Laundry
2. 2016 Budget

Date of the Next Meeting –

The next Manor Committee meeting is scheduled for:

Tuesday, September 29, 2015

5:00 PM MEETING

LOCATION:

Lafayette Manor – 1st Floor West Meeting Area

Adjournment

On a motion made by Kenny Taylor, and seconded by Jack Sauer, the meeting of the Lafayette Manor Committee was adjourned.

Respectfully submitted by,

Shelley Lange

Shelley Lange
Human Resource Coordinator

SL/sjl